

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Reject all bids received for ITB 151-0-2010/AT Lake Miona and Cherry Lake Park Maintenance and re-bid at a later date. (Staff recommends approval).

REQUESTED ACTION: **Reject all bids for ITB 151-0-2010/AT**

☐ Work Session (Report Only) **DATE OF MEETING:** 4/27/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Budget & Purchasing

BUDGET IMPACT: _____

☐ Annual **FUNDING SOURCE:** _____
☐ Capital **EXPENDITURE ACCOUNT:** _____
☐ N/A

HISTORY/FACTS/ISSUES:

ITB 151-0-2010/AT Lake Miona and Cherry Lake Park Maintenance bid was advertised on 3-3-2010. Bids were due on 4-6-2010 at 10:00am and were opened at 10:05am in Room 142 at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

One "No Proposal" was received, zero bids were received late, and two bids were received on time. The two bids were from: Circle C Landscape Services for the amount of \$2,700.00 per month and \$32,400.00 annually. Their bid amount did not include pricing for the following items outlined in the Scope of Services: repair of concrete, repair of asphalt, repair of lights inside/outside restrooms, repair security lights, remove graffiti, paint/stripe ball field, and paper products and trash bags/soap for the restrooms. The Alexander Group, LLC for the amount of \$139,482 over a 365 day term with a monthly fee of \$11,623.50.

The Selection Committee met on 4-12-2010 at 10:00am Room 142 to discuss and review the two submitted proposals. After discussion the Selection Committee agreed that the quote from The Alexander Group, LLC was too high in price for the scope of services being requested. The Committee also agreed that Circle C Landscape Services did not submit a complete bid packet because items and pricing for those items were omitted from the bid. The Selection Committee's recommendation is to reject both bids and re-bid at a later date.

Attached are the following items: legal advertisement, minutes, the scope of services listed in the bid, cost comparison for two submitted proposals, the proposal for The Alexander Group, LLC and the proposal for Circle C Landscape Services.

REQUEST FOR BIDS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following:

“Invitation to Bid for Lake Miona Park and Cherry Lake Park Maintenance”

Bid information is available upon request by calling (352) 569-6067, by coming to the Budget & Purchasing Department, Room 220, Sumter County Government Offices, 910 North Main Street, Bushnell, Florida, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Budget & Purchasing
Mailing Address: 910 N. Florida Street
Bushnell, FL 33513
E-mail: Amanda.taylor@sumtercountyfl.gov
Fax: (352) 793-0207

The deadline for submission of questions relating to the ITB shall be, March 18, 2010 by 5:00pm. A copy of the bid must be obtained in order to view the items being bid by Sumter County.

All bids are due by 10:00 a.m. on Tuesday, April 6, 2010. Late submittals will be rejected and returned unopened to the Proposer. Bids must be firmly sealed in packaging that is clearly marked on the outside: “ITB 151-0-2010/AT Invitation to Bid for Lake Miona Park and Cherry Lake Park Maintenance”. Sealed Bids must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Bids become the property of the County, who has the right to use any or all ideas presented in any Bid submitted in response to this Bid, whether or not the Bid is accepted. Bids will be opened at 10:05am on April 6, 2010 in Room 142.

BOARD OF SUMTER COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA

PUBLISH 3/3/2010

ITB 151-0-2010/AT Lake Miona Park and Cherry Lake Park Maintenance Bid Opening Meeting at 10:05am on 4-6-2010 in Room 142 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

Amanda Taylor, Richard Cobb, Jackey Jackson, and Bruce Root were present to represent County staff.

Amanda stated following the bid opening the Selection Committee will meet on 4-12-2010 at 10:00am in Room 142 to review the bids. The recommendation from the Selection Committee will be taken to the Sumter County Board of County Commissioners on 4-27-2010.

Amanda stated one No Proposal from Facility Resources, Inc. was received. Two bids were received on time and opened in no particular order as follows: 1. Circle C Landscape Services with a monthly rate of \$2,700.00 and an annual rate of \$32,400.00. 2. The Alexander Group, LLC with a bid amount of \$139,482 over a 365 day term, assuming the amount will be broken up into monthly progress payments.

The meeting adjourned at 10:12am.

RFP 151-0-2010/AT Lake Miona Park and Cherry Lake Park Maintenance Selection Review Committee held on 4-12-2010 at 10:00am in Room 142 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

Amanda Taylor, Richard Cobb, Bruce Root, and Jackey Jackson were present to represent county staff.

Amanda stated following this meeting the recommendation from the Selection Committee would be presented to the Sumter County Board of County Commissioners on 4-27-2010.

The Committee discussed the two proposals that were submitted. The Committee recommended rejecting The Alexander Group bid in the amount of \$139,482 annually. The bid was rejected because the price was too high for the services being requested listed within the bid. The Committee recommended rejecting Circle C Landscaping Services bid because items were omitted from the pricing list that were specifically listed within the Scope of Services in the bid. The omitted items did not list an hourly price or material price. The Committee agreed without these details they could not recommend award without knowledge of what type of additional fees would be added to the monthly statement for the work being completed at both parks.

Jackey made a motion to reject all bids and re-bid the work at a later date. Bruce seconded the motion. All were in favor.

The meeting adjourned at 10:21am.

LEVEL OF WORK

SUMTER COUNTY, LAKE MIONA

Level of Work

- Mowing
- Weed-Eating
- Edging
- Trimming Bushes
- Trimming trees
- Blowing off Walks and Slabs
- Landscaping
- Herbicides
- Insecticides
- Aerating

Scope of Work – Lake Miona

- Pick up trash and debris in park – 3 times a week
- Empty trash cans throughout park and install new liners – 3 times a week
- Weekly playground inspections – twice a week
- Monthly playground safety checks – 12 times per year
- Playground maintenance raking and leveling sand to meet Consumer Product Safety Commission (SPSC) standards etc. – twice a week
- Playground pressure washing – 2 times a year
- Pressure washing pavilions – 2 times a year
- Pressure wash picnic tables – 2 times a year
- Pressure wash restrooms – 2 times a year or as needed
- Pressure wash all roofs – 2 times a year or as needed
- Clean off all roofs - weekly
- Pressure wash trash cans inside and out – 2 times a year or as needed
- Clean/repair/replace signs - as needed
- Irrigation checks and repair – weekly
- Check irrigation timers – twice a week
- General maintenance in park – as needed
- Repair concrete – as needed
- Repair asphalt – as needed
- Remove graffiti – as needed
- Clean out grills – weekly or as needed
- Till and maintain horseshoe pits – 2 times a week
- Fence inspection and repair – weekly
- Park safety inspections – weekly
- Pavilion safety inspections – weekly
- Clean and restock restrooms – 3 times per week
- Blow off parking lot – twice a week
- Blow off pavilions – 3 times per week
- Bunker rake beach – twice a week
- Inspect boat ramp and fishing pier – 3 times per week
- Clean spider-webs from restrooms and pavilions – 2 times per week
- Check security lights on the outside of restrooms and repair as needed – twice a week
- Check lights inside and outside of restrooms and repair as needed – twice a week
- Test emergency light in restrooms – twice a week

Restroom Cleaning

- Clean mirrors 3 times per week
- Clean sinks 3 times per week
- Clean toilets 3 times per week
- Clean urinals 3 times per week
- Empty trash cans 3 times per week
- Empty the feminine hygiene containers 3 times per week
- Check or fill paper towel dispenser 3 times per week
- Check or fill toilet paper dispensers 3 times per week
- Check or fill soap dispensers 3 times per week
- Check and replace if out lights 3 times per week
- Sweep and mop floors 3 times per week
- Clean stall walls 1 time per week
- Check and repair if not working emergency lights 3 times per week

Note: “Clean” free of dirt and impurities ; unsoiled free from disease, radioactivity, pollutants, etc.

LEVEL OF WORK

SUMTER COUNTY, CHERRY LAKE

Level of Work

- Mowing
- Weed-Eating
- Edging
- Trimming Bushes
- Trimming trees
- Blowing off Walks and Slabs
- Landscaping
- Herbicides
- Insecticides
- Aerating

Scope of Work – Cherry Lake

- Pick up trash and debris in park – twice a weekly
- Empty trash cans throughout park and install new liners – twice a week
- Weekly playground inspections – twice a week
- Monthly playground safety checks – 12 times per year
- Playground maintenance raking and leveling sand to meet Consumer Product Safety Commission (SPSC) standards etc. – twice a week
- Playground pressure washing – 2 times a year
- Pressure washing pavilions – 2 times a year
- Pressure wash picnic tables – 2 times a year
- Pressure wash all roofs – 2 times a year or as needed
- Clean off all roofs - weekly
- Pressure wash trash cans inside and out – 2 times a year or as needed
- Clean/repair/replace signs - as needed
- General maintenance in park – as needed
- Repair concrete – as needed
- Repair asphalt – as needed
- Remove graffiti – as needed
- Maintain basketball courts and replacing nets – as needed
- Check irrigation timers – twice a week
- Irrigation checks and repair – weekly
- Clean out grills – weekly or as needed
- Till and maintain horseshoe pits – twice a week
- Fence inspection and repair – weekly
- Park safety inspections – weekly
- Pavilion safety inspections – weekly
- Blow off driveway – twice a week
- Clean spider-webs from pavilions – twice a week
- Blow off pavilions – twice a week
- Check electric at pavilions – twice a week
- Paint/Stripe ball field – as needed

Cost analysis for ITB 151-0-2010/AT

Circle C Landscape Services

\$2,700.00 monthly
\$32,400.00 annually

This does not include the following services prices:

Repair of concrete
Repair of asphalt
Repair of lights inside/outside restrooms
Repair security lights
Remove graffiti
Paint/Stripe ball field
Paper products and trash bags/soap

The Alexander Group, LLC

\$139,482 over a 365 day term
\$11,623.50 monthly

The bid did not exclude pricing on any services.

**PART 4
PROPOSAL DOCUMENTS**

INVITATION TO BID COVER PAGE

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| Name of Firm, Entity or Organization: The Alexander Group, LLC |
| Federal Employer Identification Number (FEIN): 59-3765265 State of Florida License Number (If Applicable): CGC045145 Name of Contact Person: Brett Shaffer Title: Project Executive E-Mail Address: bshaffer@thealexandergroupllc.com |
| Mailing Address: 707 SW 20th Street, Ste 2 Street Address (if different): City, State, Zip: Ocala, FL 34471 Telephone: 352-387-3949 Fax: 352-351-0219 |
| Organizational Structure – Please Check One: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/> If Corporation: Date of Incorporation: 1-16-2003 State of Incorporation: Florida States Registered in as Foreign Corporation: N/A |
| Authorized Signature: Print Name: Louie Wise, III Signature: _____ Title: Principal Phone: 352-387-3949 |
| <i>This document must be completed and returned with your Submittal.</i> |

PROPOSER'S CERTIFICATION

| | | | |
|---|--------------------------|--|--|
| Submit To: Sumter County Board of County Commissioners 910 North Main Street Bushnell, Florida, 33513 Phone 352-793-0200 Fax 352-793.0207 | | SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS INVITATION TO BID (ITB) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT | |
| DUE DATE: April 6, 2010 | DUE TIME: 10:00am | ITB # 151-0-2010/AT | |
| TITLE: Sumter County Lake Miona Park and Cherry Lake Park Maintenance | | | |
| VENDOR NAME: The Alexander Group, LLC | | PHONE NUMBER: 352-387-3949 | |
| VENDOR MAILING ADDRESS: 707 SW 20th Street | | FAX NUMBER: 352-351-0219 | |
| CITY/STATE/ZIP: Ocala, FL 34471 | | E-MAIL ADDRESS: bshaffer@thealexandergroupllc.com | |
| <p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 18%;"> <u>Clarification 1</u> Addendum # _____ </div> <div style="width: 18%;"> <u>Clarification 2</u> Addendum # _____ </div> <div style="width: 18%; text-align: center;"> Addendum # _____ </div> <div style="width: 18%; text-align: center;"> Addendum # _____ </div> <div style="width: 18%; text-align: center;"> Addendum # _____ </div> </div> | | | |
| <p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Louie Wise III, Principal</p> <hr/> <p>Authorized Agent Name, Title (Print)</p> </div> <div style="width: 45%; text-align: right;"> <hr/> <p>Authorized Signature Date</p> </div> </div> | | | |
| <i>This form must be completed and returned with your Submittal</i> | | | |

STATEMENT OF TERMS AND CONDITIONS

This document must be completed and returned with your Submittal

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION : The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposal, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Budget & Purchasing Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposal (RFP) or Invitation to Bid (BID) must be submitted in writing to the Board's Budget & Purchasing Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Budget & Purchasing Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Budget & Purchasing Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Budget & Purchasing Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the Boards.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the Boards' intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the Boards' representative (Budget & Purchasing Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Budget & Purchasing Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a proposal/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Budget & Purchasing Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Budget & Purchasing Manager, or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

(Signature and Date)

STATEMENT OF CONTRACTOR'S EXPERIENCE AND PERSONNEL

(Contractor may also provide any supplemental company or personnel information that will assist the Selection Committee in evaluating your proposal).

CONTRACTOR: The Alexander Group, LLC

DATE: 4-2-10

1. How many years has your organization been in business as a general contractor under your present business name? 8 Years

2. List all previous business names of your organization:

N/A

3. How many years experience in general contracting? 30

Prime Contractor 30 Subcontractor _____

4. List all officers and directors of your organization:

| NAME | POSITION/TITLE |
|----------------|---------------------------|
| Lloyd Kelly | President, Principal |
| Louie Wise III | Principal |
| Sean Mountain | Vice President, Senior PM |
| Brett Shaffer | Project Executive |

5. Have you ever failed to complete any work awarded to you in the last 3 years?
Yes _____ No X. If yes, where and why?

EXPERIENCE

1. Describe any experience of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual general contracting work of your organization?

| | |
|--------------------------|-----------------|
| William Douglas | Superintendent |
| Name | Position |
| Commercial/Institutional | 25 |
| Type of Work | Yrs. Experience |
| | Yrs. With Firm |

| | | |
|---------------------------|-----------------|----------------|
| Shaun Duncan | Superintendent | |
| Name | Position | |
| Commercial, Institutional | 8 | 4 |
| Type of Work | Yrs. Experience | Yrs. With Firm |

| | | |
|---------------------------|-----------------|----------------|
| Matt Searles | Superintendent | |
| Name | Position | |
| Commercial, Institutional | 6 | 2 |
| Type of Work | Yrs. Experience | Yrs. With Firm |

| | | |
|---------------------------|------------------------|----------------|
| Sean Mountain | Senior Project Manager | |
| Name | Position | |
| Commercial, Institutional | 13 | 4 |
| Type of Work | Yrs. Experience | Yrs. With Firm |

| | | |
|---------------------------|-----------------|----------------|
| Jared Vincent | Project Manager | |
| Name | Position | |
| Commercial, Institutional | 5 | 3 |
| Type of Work | Yrs. Experience | Yrs. With Firm |

2. List/describe five (5) construction contracts that you currently have.

| | | |
|--|-----------------|--|
| University of Florida Bio-Med Bldg 0462 Renovation | Gainesville, FL | |
| Project | Location | |
| 12-2009 | \$422,000.00 | |
| Date | Contract Amount | |
| Chris Eversole, Moses and Associates | 352-372-1911 | |
| Project Architect Contact Name and Phone Number | | |
| Marie Brown, University of Fl Project Manager | 352-273-4023 | |
| Owner's Contact Name and Phone Number | | |

| | | |
|---|-----------------|---------|
| University of Florida Architecture Building Renovations | Gainesville, FL | |
| Project | Location | |
| 3-29-10 | \$266,000.00 | |
| Date | Contract Amount | |
| Lou Schilling, University of Florida | 352-392-1405 | ext 411 |
| Project Architect Contact Name and Phone Number | | |
| Same as Above | | |
| Contact Name and Phone Number | | |

| | |
|--|----------------------|
| University of Florida IFAS Citra Administration Bldg | Citra, FL |
| Project | Location |
| 11-2009 | \$262,597.00 |
| Date | Contract Amount |
| Carl Craft, McCullar and Boatright Architects | 904-264-3433 ext 203 |
| Project Architect Contact Name and Phone Number | |
| Frank Tipton, University of Florida PM, 352-392-6488 ext 237 | |
| Contact Name and Phone Number | |

| | |
|---|----------------------|
| University of Florida IFAS Apopka Dorm Bldg | Apopka, FL |
| Project | Location |
| 4-2010 | \$451,609.00 |
| Date | Contract Amount |
| Carl Craft, McCullar and Boatright Architects | 904-264-3433 ext 203 |
| Project Architect Contact Name and Phone Number | |
| Ronnie Cooper, University of Florida PM, 352-392-6488 ext 251 | |
| Contact Name and Phone Number | |

| | |
|---|-------------------|
| State of Florida DMS K-12 Emergency Shelters | Various Locations |
| Project | Location |
| 5-2009 | \$2,105,000.00 |
| Date | Contract Amount |
| Richard Nelson, Pinnacle Engineering | 850-422-1763 |
| Project Architect Contact Name and Phone Number | |
| Bond Thornton, Florida DMS Project Manager | 850-413-9578 |
| Contact Name and Phone Number | |

CONTRACTOR'S AFFIDAVIT

State of Florida
County of _____

Before me personally appeared _____ who is (title) _____
of (the company described herein) _____ being duly sworn, deposes and say that the foregoing statements
are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers
to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that
intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any
pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements
made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known _____ or Produced Identification _____

Sworn to and subscribed before me this _____ day of _____, 2010

NOTARY PUBLIC - STATE OF FLORIDA
(Signature of Notary Public)

(Print Name of Notary Public)

(seal)

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under proposal or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Authorized Signature

Date Signed

State of: _____

County of: _____

Sworn to and subscribed before me this _____ day of _____, 20__

Personally known _____ or Produced Identification _____
(Specify Type of Identification)

Signature of Notary

My Commission Expires _____

(seal)



101 Starcrest Drive · Clearwater, FL 33765
P.O. Box 6090 · Clearwater, FL 33758-6090
(727) 447-6481 · Fax: (727) 449-1267

April 5, 2010

Sumter County Board of County Commissioners
Risk Management Department
Attn: Lita Hart
910 N. Main St., Suite 217
Bushnell, FL 33513

RE: The Alexander Group, LLC

It is a pleasure to share with you our recent experience with our client and to offer our recommendation to you on their behalf.

Hanover Insurance Company has had the continuing privilege of providing Performance and Payments Bonds for The Alexander Group, LLC. Hanover Insurance Company is rated "A" XIV by A.M. Best Group and is listed as an approved surety by the Department of Treasury Circular 570. Based upon our review of The Alexander Group, LLC, we can offer Performance and Payment Bonds for a single job in the amount of \$5,000,000. We have also extended The Alexander Group, LLC a total aggregate bonding capacity of \$10,000,000.

Our investigation of The Alexander Group, LLC has been extremely favorable and we are confident that you will find them to be highly qualified and responsive to your needs. We would anticipate no difficulty in being able to respond to any bonding requirements subject to our review and determination that the contract and bond documents are acceptable.

Once again, we offer our support in the recommendation of The Alexander Group, LLC. If we can be of further assistance, please do not hesitate to contact us.

Respectfully yours,

Mark D. Pichowski, CPA, Surety Specialist
Attorney-in-Fact for Hanover Insurance Company

MDP/jtf



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Bouchard Insurance

101 N. Starcrest Drive • Clearwater, FL 33765
P.O. Box 6090 • Clearwater, FL 33758-6090
(727) 447-6481 • Fax: (727) 449-1267

Dear Sumter County Board of County Commissioners,

Should The Alexander Group, LLC be awarded the job they have commercial insurance currently in place sufficient per the specifications shown which the except of an umbrella policy. The umbrella policy can be purchased to fulfill the specifications. If you have any questions please contact me directly.

Nathan R. Collins

Account Executive

nathancollins@bouchardinsurance.com

Office: 727-373-2943

Cell: 804-387-0456

fax: 727-449-1267

www.bouchardinsurance.com

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Price Proposal

The Alexander Group

April 5, 2010

The Alexander Group, LLC agrees to perform the scope of work provided in ITB # 151-0-2010/AT (Lake Miona and Cherry Lake Park Maintenance) for the bid amount described below:

LUMP SUM BID AMOUNT: \$139,482 (One Hundred Thirty Nine Thousand Four Hundred Eighty Two Dollars.)

**Lump Sum Bid amount includes services provided over a 365 day term. Proposal assumes that the Lump Sum Amount will be broken up into monthly progress payments.

Contractor Signature

Print Name and Title

Date



Letter of Interest

The Alexander Group

April 5, 2010

Selection Committee
Sumter County Board of County Commissioners
Budget & Purchasing Department
910 N. Main Street
Bushnell, Florida 33513

Re: ITB # 151-0-2010/AT Lake Miona and Cherry Lake Park Maintenance

Dear Members of the Selection Committee:

Thank you for the opportunity to submit our proposal to provide Facility Maintenance Services for the Lake Miona and Cherry Lake Parks. With many years of experience in all aspects of the construction and facility services industries, I'm proud and confident in saying that the Alexander Group can and will exceed your expectations.

While providing both Construction Management and Ongoing Facility Services, we understand that both require exceptional attention to detail and strict compliance with the owner's requirements. Our people and sub-contractors function in an environment that emphasizes respect for people, client-driven behavior, continuous improvement, and a family friendly atmosphere. It is our mission to provide 100% Customer Satisfaction

As Facility Managers, we know that the final product is only as good as our vendors and sub-contractors. We go to great lengths to assure that our sub-contractors not only represent our firm well, but also represent their community well by taking pride in themselves and their work. All vendors go through a stringent prequalification process and each is selected based on their unique skill-set and capability to perform the task at hand.

I'm confident that your review of this information will reveal that we have the personnel, experience, and ability to deliver Facility Maintenance Services for both the Lake Miona and Cherry Lake Parks with the upmost level of quality, integrity, and reliability.

Once again, thank you for the opportunity.

Sincerely,

Brett Shaffer



Company Information and Qualifications

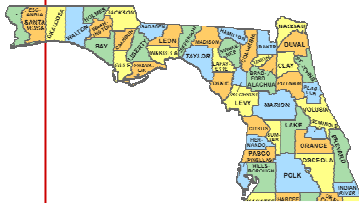
The Alexander Group

Background

The Alexander Group was formed in 2002 to bring together and capitalize upon the strengths and experiences of both well-recognized and highly respected construction and service professionals who helped build their former employers into Top Ten Firms in Central Florida. The leadership of The Alexander Group has combined over 75 years of experience and is responsible for some of the most significant commercial, healthcare, judicial, industrial, educational, and institutional projects and services in the Heart of Florida.

The client-driven values of our people have created and maintained relationships with some of the most sought-after construction and facility services clients from private developers to large corporate and institutional accounts.

Our reputation is built on providing quality construction and facility services on time and within budget, while placing the interest of our clients before the interests of ourselves and our employees. This foundation has secured long lasting professional relationships with clients, architects, engineers, and subcontractors.



Geographic and Business Focus

The Alexander Group is primarily focused on Central and North Central Florida, extending throughout the Panhandle. With fully staffed offices in both Alachua and Marion Counties, our team is strategically placed to most effectively serve our clients.

Each office has strong local and regional relationships with subcontractors and vendors as well as design professionals and local regulatory authorities. These relationships have helped ensure success time after time, we understand that it takes a team to get the job done, not just the Construction and Facilities Manager.

Our firm is also focused on a limited number of market sectors for which our highly trained and experienced people have compiled records of outstanding success with specialized project delivery including facility services. The vast majority of our customers repeat clients, many with whom we have indefinite quantity contracts with like The University of Florida, US Postal Services, and others.

The Alexander Group delivers outstanding value for our clients. Although capable of completing the most complex of projects, we are uniquely structured to ensure that the client is not burdened with high overhead and General Conditions costs, typical of larger firms. We manage to provide optimal value without compromising quality and safety with both ongoing facility services and new construction projects.

Our Company Culture

The phrase which best summarizes how The Alexander Group approaches business and defines our business culture is "It's all about people". People build projects, people build companies, and people build relationships.



The Alexander Group At A Glance

Number of Employees
12

Office Locations

- Ocala, FL
- Newberry, FL

Specialized Market Sectors

- Municipal
- University
- Healthcare
- Judicial
- Medical/Office
- Federal
- Manufacturing
- Distribution
- Industrial
- Retail
- Local Government

Services and Delivery Methods

- Project Management
- Facilities Management
- Program Management
- Design-Build
- Construction Management
- General Contracting

Bonding Capacity
\$12 to \$17 Million

Current Volume
\$5 million of work under contract and over \$3 Million in preconstruction

Client Mix
80% of assignments come from repeat clients and Continuing Contract Services

Safety Record
Experience Modification Rate: .91



Company Information and Qualifications

The Alexander Group

The culture of The Alexander Group is a primary reason why our people have created projects of great value, built long-term and lasting relationships, and distinguished themselves in a highly competitive industry.

The people of The Alexander Group function in an environment that emphasizes respect for people, client-driven behavior, continuous improvement, and a family friendly atmosphere. Career advancement and training is a top priority, as is the measurement of results which demonstrate performance and which provide proof of bringing value to our clients.

Client Relationships

A track record of success with significant projects and the ability to handle the most complex challenges has resulted in members of The Alexander Group having built long-lasting relationships with noteworthy clients. A partial list of clients for whom our people have worked includes:

- University of Florida and Shands
- Ocala Regional Hospital
- Munroe Regional Hospital
- West Marion Regional Hospital
- Associates for Urology Care
- Dr. Sergio Balingit
- Florida Professional Park / Medical Center
- Dr. Rohatgi
- Lake Medical Imaging
- VFW State Headquarters
- Dr. Saha
- University of Florida
- Santa Fe Community College
- Central Florida Community College
- The State of Florida
- Alachua County
- Marion County
- Alachua County Schools
- Marion County Schools
- Gilchrist County
- Levy County
- Marion County Schools
- Citrus County Schools
- Alachua County Schools
- Santa Rosa County Schools
- American Apparel
- Cardinal Glass Manufacturing

- Escambia County Schools
- Madison County Schools
- Jefferson County Schools
- Elster Amco Water Meters
- Citgo
- Realvest Developers
- Boyd Development
- United Methodist Churches
- Feltrim Developers
- LandMar Development Group
- The Parc Group
- RideNow Powersports
- The Villages
- Paychex Distribution
- Sunrise Senior Living
- Florida Department of Law Enforcement
- Dupont
- Stetson University

Technical Expertise - Value Added

Differentiating The Alexander Group is not only the experience of its people and outstanding construction projects completed, but also an unwavering attention to technical expertise while administering ongoing facility services. Rather than simply being a construction company, our firm extends its knowledge into ongoing facility services contracts, helping our clients long after construction is complete. The scope of our facility services include:

- Indefinite Quantity Contracts
- Operations and Maintenance
- Mechanical and Electrical Services
- Grounds Maintenance
- Energy Solutions
- Ongoing Predictive Maintenance
- Indoor Air Quality

Continuing Contract Clients Include:

- The University of Florida
- US Postal Services
- Ocala Regional Medical Center
- West Marion Community Hospital
- Heritage Property Management





April 5, 2010

Board of Sumter County Commissioners
910 N Main St
Bushnell, Florida 33513

Re: RFP#151-0-2010/AT

Please find below our maintenance quote for Sumter County Lake Miona Park and Cherry Lake Park. It is our belief that Circle C Landscape Services can provide Sumter County a level of service that meets the requirements at a price that is in keeping with good fiscal management. This quote is based on the scope of services and level of work outlined in the request for proposal with the exception of the following services that shall be handled on an as needed basis. These exception would be charged on a time and material basis.

- Repair of concrete
- Repair of asphalt
- Repair of lights inside/outside restrooms
- Repair security lights
- Remove graffiti
- Paint/Stripe ball field
- Paper products and trash bags/soap

We are please to offer the following bid for RFP#151-0-2010/AT

Monthly Rate - \$2700
Annual Rate - \$32,400

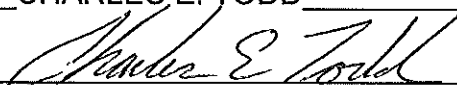
Respectfully,

Charles E. Todd
Charles E. Todd

P.O. Box 1008
Webster, FL 33597
Phone: 352-568-8876
Fax: 352-568-8875
www.circlecfarmsinc.com

**PART 4
PROPOSAL DOCUMENTS**

INVITATION TO BID COVER PAGE

| | |
|---|--------------------------|
| Name of Firm, Entity or Organization: CIRCLE C LANDSCAPE SERVICES | |
| Federal Employer Identification Number (FEIN): 20-8055481 | |
| State of Florida License Number (If Applicable): | |
| Name of Contact Person: CHARLES E. TODD | |
| Title: PRESIDENT | |
| E-Mail Address: CHUCKTODD@CIRCLECFARMSINC.COM | |
| Mailing Address: PO BOX 1008 | |
| Street Address (if different): 7915 CR 714 | |
| City, State, Zip: WEBSTER, FL 33597 | |
| Telephone: 352-568-8876 | Fax: 352-568-8875 |
| Organizational Structure – Please Check One: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/> | |
| If Corporation: Date of Incorporation: 10/23/2006 State of Incorporation: FLORIDA | |
| States Registered in as Foreign Corporation: | |
| Authorized Signature: Print Name: _____ CHARLES E. TODD _____ | |
| Signature: _____  _____ | |
| Title: _____ PRESIDENT _____ | |
| Phone: _____ 352-568-8876 _____ | |
| <i>This document must be completed and returned with your Submittal.</i> | |

PROPOSER'S CERTIFICATION

| | | | |
|---|---------------------------------|--|---------------------------------|
| Submit To: Sumter County Board of County Commissioners 910 North Main Street Bushnell, Florida, 33513 Phone 352-793-0200 Fax 352-793.0207 | | SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS INVITATION TO BID (ITB) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT | |
| DUE DATE: April 6, 2010 | | DUE TIME: 10:00am | |
| ITB # 151-0-2010/AT | | | |
| TITLE: Sumter County Lake Miona Park and Cherry Lake Park Maintenance | | | |
| VENDOR NAME: CIRCLE C LANDSCAPE SERVICES | | PHONE NUMBER: 352-568-8876 | |
| VENDOR MAILING ADDRESS: PO BOX 1008 | | FAX NUMBER: 352-568-8875 | |
| CITY/STATE/ZIP: WEBSTER, FL 33597 | | E-MAIL ADDRESS: chucktodd@circlec farmsinc.com | |
| <p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."</p> | | | |
| <u> </u> Addendum # | <u> </u> Addendum # | <u> </u> Addendum # | <u> </u> Addendum # |
| <p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p> | | | |
| <u>Charles E. Todd, President</u> Authorized Agent Name, Title (Print) | | <u>Charles E. Todd</u> Authorized Signature | |
| | | <u>4/5/10</u> Date | |
| <i>This form must be completed and returned with your Submittal</i> | | | |

STATEMENT OF TERMS AND CONDITIONS

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposal, or Qualifications, or Information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Budget & Purchasing Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposal (RFP) or Invitation to Bid (BID) must be submitted in writing to the Board's Budget & Purchasing Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Budget & Purchasing Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Budget & Purchasing Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Budget & Purchasing Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the Boards.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the Boards' representative (Budget & Purchasing Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Budget & Purchasing Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a proposal/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be rejected and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Budget & Purchasing Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Budget & Purchasing Manager, or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

(Signature and Date)

This document must be completed and returned with your Submittal

STATEMENT OF CONTRACTOR'S EXPERIENCE AND PERSONNEL

(Contractor may also provide any supplemental company or personnel information that will assist the Selection Committee in evaluating your proposal).

CONTRACTOR: CIRCLE C LANDSCAPE SERVICES

DATE: 4/06/10

1. How many years has your organization been in business as a general contractor under your present business name? 4 YRS

2. List all previous business names of your organization:

3. CIRCLE C LANDSCAPE SERVICES INC, WAS A DIVISION OF CIRCLE C FARMS, INC PRIOR TO INCORPORATION

4. How many years experience in general contracting? 4 YRS

Prime Contractor X Subcontractor X

5. List all officers and directors of your organization:

| NAME | POSITION/TITLE |
|-----------------|----------------|
| CHARLES E. TODD | PRESIDENT |
| LUCINDA M. TODD | VICE-PRESIDENT |
| BRADLEY C. TODD | TREASURER |
| LAURA E. TODD | SECRETARY |

6. Have you ever failed to complete any work awarded to you in the last 3 years?
Yes No X. If yes, where and why?

EXPERIENCE

1. Describe any experience of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual general contracting work of your organization?

| | |
|--|---------------------------|
| CHARLES E. TODD | PRESIDENT/GENERAL MANAGER |
| Name | Position |
| AGRI-BUSINESS (AG HORT. CROP PRODUCTION) | FOUNDER |
| 34 | |

| Type of Work | Yrs. Experience | Yrs. With Firm |
|-----------------------------------|-----------------|----------------------------------|
| DERRICK NYMAN | | CREW LEADER |
| Name | | Position |
| LANDSCAPE MANAGEMENT | 9 | 2 |
| Type of Work | Yrs. Experience | Yrs. With Firm |
| KYLE HODGES | | CREW LEADER |
| Name | | Position |
| LANDSCAPE MANAGEMENT | 7 | 1 |
| Type of Work | Yrs. Experience | Yrs. With Firm |
| GARY RYGIEWICZ | | IRRIGATION MGR |
| Name | | Position |
| IRRIGATION MANAGEMENT MAINTENANCE | 5 | 3 |
| Type of Work | Yrs. Experience | Yrs. With Firm |
| JOE MAHONEY | | HORTICULTURALIST/QUALITY CONTROL |
| Name | | Position |
| MASTER GARDENER | 10 | 6 MONTHS |
| Type of Work | Yrs. Experience | Yrs. With Firm |

2. List/describe five (5) construction contracts that you currently have.

| | |
|---|--------------------|
| OMNI 1 _____ | THE VILLAGES _____ |
| Project | Location |
| CURRENT MAINTENANCE CONTRACT _____ | \$7200 _____ |
| Date | Contract Amount |
| BRIAN HUFFMN – 352-750-9455 _____ | |
| Project Architect Contact Name and Phone Number | |
| THE VILLAGES COMMERCIAL PROPERTY MANAGEMENT _____ | |
| Owner's Contact Name and Phone Number | |

| | |
|---|--------------------|
| SUMTER COUNTY GOVERNMENT BUILDINGS _____ | THE VILLAGES _____ |
| Project | Location |
| CURRENT MAINTENANCE CONTRACT _____ | \$21,000 _____ |
| Date | Contract Amount |
| RICHARD COBB – 352-569-6055 _____ | |
| Project Architect Contact Name and Phone Number | |
| _____ | |
| Contact Name and Phone Number | |

| | |
|---|--------------------|
| SPANISH PLAINS SHOPPING PLAZA _____ | THE VILLAGES _____ |
| Project | Location |
| CURRENT MAINTENANCE CONTRACT _____ | \$12,000 _____ |
| Date | Contract Amount |
| BRIAN HUFFMAN – 352-750-9544 _____ | |
| Project Architect Contact Name and Phone Number | |
| THE VILLAGES COMMERCIAL PROP MGT 352-750-9544 _____ | |
| Contact Name and Phone Number | |

| | |
|---|-------------------|
| BRENDEL PROPERTIES (NEW LANDSCAPE INSTALLATION) _____ | WEBSTER, FL _____ |
| Project | Location |
| CURRENT MAINTENANCE CONTRACT _____ | \$3000 _____ |
| Date | Contract Amount |
| _____ | |
| Project Architect Contact Name and Phone Number | |
| JOE HOOTEN 352-793-7879 _____ | |
| Contact Name and Phone Number | |

| | |
|---|-----------------|
| SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS _____ | BUSHNELL _____ |
| Project | Location |
| CURRENT ON CALL LANDSCAPE SERVICES _____ | OPEN _____ |
| Date | Contract Amount |
| _____ | |
| Project Architect Contact Name and Phone Number | |
| RICHARD COBB FACILITY MAINTENANCE SUPERVISOR 352-569-6065 _____ | |
| Contact Name and Phone Number | |

CONTRACTOR'S AFFIDAVIT

State of Florida
County of SUMTER _____

Before me personally appeared CHARLES E. TODD _____ who is (title) PRESIDENT _____ of (the company described herein) CIRCLE C LANDSCAPE SERVICES being duly sworn, deposes and say that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

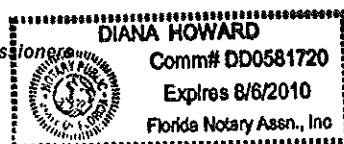
Personally Known ☒ or Produced Identification _____

Sworn to and subscribed before me this 2ND day of APRIL, 2010

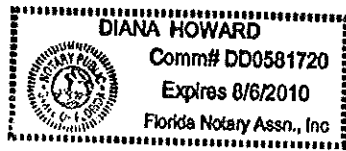
Diana Howard
NOTARY PUBLIC - STATE OF FLORIDA
(Signature of Notary Public)

DIANA HOWARD
(Print Name of Notary Public)

Sumter County Board of County Commissioners



(seal)



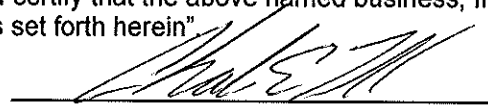
DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

CIRCLE C LANDSCAPE SRVICES

(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under proposal or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein"


Authorized Signature


APRIL 2, 2010
Date Signed

State of: FLORIDA

County of: SUMTER

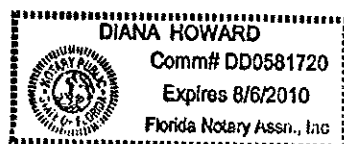
Sworn to and subscribed before me this 2ND day of APRIL, 2010

Personally known X or Produced Identification _____
(Specify Type of Identification)


Signature of Notary

My Commission Expires 8/06/10

(seal)



PART 5 **SCOPE OF SERVICES**

SUMTER COUNTY, LAKE MIONA PARK MAINTENANCE

Level of Work

- Mowing
- Weed-Eating
- Edging
- Trimming Bushes
- Trimming trees
- Blowing off Walks and Slabs
- Landscaping
- Herbicides
- Insecticides
- Aerating

Scope of Work – Lake Miona Park (Open from Sunrise to Sunset 7 days a week)

- Pick up trash and debris in park – 3 times a week
- Empty trash cans throughout park and install new liners – 3 times a week
- Weekly playground inspections – twice a week
- Monthly playground safety checks – 12 times per year
- Playground maintenance raking and leveling sand to meet Consumer Product Safety Commission (SPSC) standards etc. – twice a week
- Playground pressure washing – 2 times a year
- Pressure washing pavilions – 2 times a year
- Pressure wash picnic tables – 2 times a year
- Pressure wash restrooms – 2 times a year or as needed
- Pressure wash all roofs – 2 times a year or as needed
- Clean off all roofs - weekly
- Pressure wash trash cans inside and out – 2 times a year or as needed
- Clean/repair/replace signs - as needed
- Irrigation checks and repair – weekly
- Check irrigation timers – twice a week
- General maintenance in park – as needed
- Repair concrete – as needed
- Repair asphalt – as needed
- Remove graffiti – as needed
- Clean out grills – weekly or as needed
- Till and maintain horseshoe pits – 2 times a week
- Fence inspection and repair – weekly
- Park safety inspections – weekly
- Pavilion safety inspections – weekly
- Clean and restock restrooms – 3 times per week
- Blow off parking lot – twice a week
- Blow off pavilions – 3 times per week
- Bunker rake beach – twice a week
- Inspect boat ramp and fishing pier – 3 times per week
- Clean spider-webs from restrooms and pavilions – 2 times per week
- Check security lights on the outside of restrooms and repair as needed – twice a week
- Check lights inside and outside of restrooms and repair as needed – twice a week
- Test emergency light in restrooms – twice a week

SUMTER COUNTY, CHERRY LAKE PARK MAINTENANCE

Level of Work

- Mowing
- Weed-Eating
- Edging
- Trimming Bushes
- Trimming trees
- Blowing off Walks and Slabs
- Landscaping
- Herbicides
- Insecticides
- Aerating

Scope of Work – Cherry Lake Park (Open from Sunrise to Sunset 7 days a week, restrooms are close from Sunset to Sunrise, the boat ramp is open 24/7)

- Pick up trash and debris in park – twice a weekly
- Empty trash cans throughout park and install new liners – twice a week
- Weekly playground inspections – twice a week
- Monthly playground safety checks – 12 times per year
- Playground maintenance raking and leveling sand to meet Consumer Product Safety Commission (SPSC) standards etc. – twice a week
- Playground pressure washing – 2 times a year
- Pressure washing pavilions – 2 times a year
- Pressure wash picnic tables – 2 times a year
- Pressure wash all roofs – 2 times a year or as needed
- Clean off all roofs - weekly
- Pressure wash trash cans inside and out – 2 times a year or as needed
- Clean/repair/replace signs - as needed
- General maintenance in park – as needed
- Repair concrete – as needed
- Repair asphalt – as needed
- Remove graffiti – as needed
- Maintain basketball courts and replacing nets – as needed
- Check irrigation timers – twice a week
- Irrigation checks and repair – weekly
- Clean out grills – weekly or as needed
- Till and maintain horseshoe pits – twice a week
- Fence inspection and repair – weekly
- Park safety inspections – weekly
- Pavilion safety inspections – weekly
- Blow off driveway – twice a week
- Clean spider-webs from pavilions – twice a week
- Blow off pavilions – twice a week
- Check electric at pavilions – twice a week
- Paint/Stripe ball field – as needed

Restroom Cleaning

- Clean mirrors 3 times per week
- Clean sinks 3 times per week
- Clean toilets 3 times per week
- Clean urinals 3 times per week
- Empty trash cans 3 times per week

- Empty the feminine hygiene containers 3 times per week
- Check or fill paper towel dispenser 3 times per week
- Check or fill toilet paper dispensers 3 times per week
- Check or fill soap dispensers 3 times per week
- Check and replace if out lights 3 times per week
- Sweep and mop floors 3 times per week
- Clean stall walls 1 time per week
- Check and repair if not working emergency lights 3 times per week

Note: "Clean" free of dirt and impurities; unsoiled free from disease, radioactivity, pollutants, etc.

PLEASE NOTE: All of the activities to be performed at Lake Miona Park and at Cherry Lake Park will be subject to acceptance by the Parks and Recreation Crew Leader or the Assistant Public Works Director prior to payment being issued.

No guided tours will be given. It will be the vendor's responsibility to visit the parks during normal operating hours.

Lake Miona Park is located at 10501 CR 115, Oxford, FL 34484

Cherry Lake Park is located at 8728 CR 100B, Oxford, FL

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/08/2010

PRODUCER (352)787-3441 FAX (888)883-8680
Lassiter-Ware Insurance
of Citrus County
PO Box 490690
Leesburg, FL 34749
INSURED Circle C Landscape Service, Inc.
P. O. Box 279
Webster, FL 33597

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Addison Insurance Company

10324

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| NSR ADD'L LTR INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
|------------------------|--|---------------|-------------------------------------|--------------------------------------|--|
| A | GENERAL LIABILITY | 030560357800 | 02/07/2010 | 02/07/2011 | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR | | | | MED EXP (Any one person) \$ 5,000 |
| | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | PRODUCTS - COM/OP AGG \$ 2,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | |
| A | AUTOMOBILE LIABILITY | 030560357800 | 02/07/2010 | 02/07/2011 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| | <input checked="" type="checkbox"/> ANY AUTO | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | | | | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> SCHEDULED AUTOS | | | | PROPERTY DAMAGE (Per accident) \$ |
| | <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | | |
| | GARAGE LIABILITY | | | | AUTO ONLY - EA ACCIDENT \$ |
| | <input type="checkbox"/> ANY AUTO | | | | OTHER THAN EA ACC \$ |
| | | | | | AUTO ONLY: AGG \$ |
| | EXCESS/UMBRELLA LIABILITY | | | | EACH OCCURRENCE \$ |
| | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE | | | | AGGREGATE \$ |
| | | | | | \$ |
| | DEDUCTIBLE | | | | \$ |
| | RETENTION \$ | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | WC STATU-TORY LIMITS OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under SPECIAL PROVISIONS below | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | OTHER | | | | E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is named as Additional Insured on premises operations on General Liability with respect to work being performed by the insured.

Except 10 day cancellation notice for non-payment of premium.

CERTIFICATE HOLDER

Sumter County Board of County Commissioners
910 N. Main Street
Suite 217
Bushnell, FL 33513

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Doug Childers/CONNIR

©ACORD CORPORATION 1988

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/08/2010

PRODUCER (352)726-3818 FAX (888)883-8680
assiter-Ware Insurance
of Citrus County
PO Box 1209
Inverness, FL 34451
INSURED Circle C Landscape Service, Inc.
P.O. Box 279
Webster, FL 33597

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Zenith Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| IR ADD'L R INSERD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
|----------------------|--|---------------|-------------------------------------|--------------------------------------|---|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$ |
| | EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$ | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$ |
| 4 | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER | 2068981804 | 03/14/2010 | 03/14/2011 | WC STATU- TORY LIMITS X OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Sumter County Board of County Commissioners
910 N Main Street
Suite 217
Bushnell, FL 33513

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Doug Childers/CONNIR

[Signature]

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